



ARIZONA DEPARTMENT
OF HEALTH SERVICES



2019-2020 Immunization Data Report Tutorial

For Child Care, Preschool, and Head Start

Arizona Immunization Program Office



ARIZONA DEPARTMENT
OF HEALTH SERVICES

Health and Wellness for all Arizonans

Who Needs to Complete a Child Care IDR?

- All licensed child care providers that serve children who are 18 months through 5 years old, including child care centers, home-based providers, Head Start /Early Head Start, preschools, and pre-kindergarten, will need to register for the IDR.
- If your facility provides ONLY before and after school care for elementary students, you do NOT need to submit an IDR for those grades.



Objectives

Learn how to:

- ✓ [Register and create an account](#)
- ✓ [Select your child care facility/facilities](#)
- ✓ [Complete the child care IDR survey](#)
- ✓ [Print a copy of your IDR survey responses](#)
- ✓ [Understand your IDR survey](#)



Getting Started

- Gather immunization records for students who are 18 months through 5 years of age as of the date you submit your report. You will **not** need to submit information for children younger than 18 months. You will be submitting total counts rather than individual students' records.
- You will need to know the total number of exemptions on file, as well as how many students have exemptions to EVERY required vaccine.
- Go to the IDR web page at:
 - <https://apps.azdhs.gov/IDR>

Registering Your IDR Account

Start here if you did not create an account previously OR if you have a new email address. Otherwise, you can skip to [“Selecting Your School or Child Care Facility”](#).



Registration

- If you created an account last year and have the same email address, you can sign in using last year's information. If you forgot your password, click "Reset Password".
- If you did not create an account last year, click the word **Register** to create an account.

Welcome to 2019-20 IDR

New Users **REGISTER** for 2019-20 IDR by clicking **Register**


Please use Internet Explorer 9 and above or Google Chrome to use this website.

Username/Email:

Password:

Login

[Reset Password](#)

 Please answer the questions below for user registration

Username(Email): *

Password should be at least 4 characters and max of 10 characters

Password: *


First Name: *

Last Name: *

Phone: *


Ext:

Role: *

 Select the School(s) you will be reporting for:

School Type: County: School:

Hit the ADD button after you have selected your facility.



Enter **your** information and then select the facility you will be reporting for. Once you have selected your school, click the red button that says “ADD”.

Selecting Your School or Child Care Facility



- When you select a facility, the page to the right will appear. Please fill out your principal/director's information (even if that is you) and whether or not your facility has a nurse. If you do not find your facility in the list, please let us know at AZIDR@azdhs.gov.
- Your unique ID number and address is populated for you, if we already have the information. You will not be able to edit this section yourself. Sections in yellow can be edited by you at any time.
- If any of the prepopulated information is incorrect or missing, please contact us with the correct information at AZIDR@azdhs.gov.
- Click "Save" when you are done.

SCHOOL PROFILE: DESERT VIEW ELEMENTARY SCHOOL

PRINCIPAL/DIRECTOR

First Name * Last Name *

Email * Phone * Ext

999-999-9999 99999

SCHOOL DETAILS:

Does this school have a Nurse? * Yes *

Nurse Type *

CTDS/License

30208101

Physical Address

462 S LAKE POWELL PAGE

Mailing Address

PO BOX 1927 PAGE COCONINO 86040

IF SCHOOL INFORMATION (CTDS/LICENSE, SCHOOL TYPE, PHYSICAL ADDRESS, MAILING ADDRESS) IS INCORRECT, PLEASE CONTACT AZIDR@AZDHS.GOV

Save Close

ADDITIONAL INFORMATION

Does your preschool run a private kindergarten or 6th grade that is not affiliated with a public school district? Yes No *

IF SCHOOL INFORMATION (CTDS/LICENSE, SCHOOL TYPE, PHYSICAL ADDRESS, MAILING ADDRESS) IS INCORRECT, PLEASE CONTACT AZIDR@AZDHS.GOV

Save

Close


- Last year, a new question was added to the school information page to make sure that data is connected to the correct school or facility. You will only see this question when selecting a child care/preschool.
- You will be asked if your facility is affiliated with a private grade school. If your preschool is physically located on a PUBLIC school campus, or if you do not operate any grades above preschool, select “No”.
- You might select “Yes” if you are:
 - A child care center that includes a private kindergarten
 - A private school that includes grades higher than preschool (for example, preschool and kindergarten, preschool through 8th grade, etc.)

ADDITIONAL INFORMATION

Does your preschool run a private kindergarten or 6th grade that is not affiliated with a public school district? Yes No *

Please select your private K or 6 school: Please select your private K or 6 school: --Select-- -- Select School --

OR

 My grade school is not listed. Information will be automatically added below.

PRINCIPAL/DIRECTOR: Private K or 6

First Name First Name * Last Name Last Name *

Email Email * Phone 999-999-9999 * Ext 99999

SCHOOL DETAILS: Private K or 6

Does this school have a Nurse? ▼ * Nurse Type ▼ *

- If you select “Yes”, you will then be asked to find your private grade school from the drop down list.
- If it isn’t in the list, you will be able to check the box that says “My grade school is not listed”. This will auto-populate the grade school information.
- If your facility operates a private grade school that is not in the drop down list and has a different name from what is automatically populated for you, please let us know at azidr@azdhs.gov so we can update our records.

HOME - Welcome to 2019-20 IDR

SCHOOL LIST: CHILD CARE/PRESCHOOL

AFM Chandler Montessori


SCHOOL LIST: GRADE SCHOOLS

AFM Chandler Montessori

Add/Remove School

County: MARICOPA School: AFM Chandler Montessori [354]

PreSchool

 Preschool/Child Care/Head Start

Print a Copy

This is for your records only

Status: New

Last Updated By:

Updated Date:

- You will have separate lists for you child care/preschool facilities and for your grade schools. If you will not be submitting a kindergarten or 6th grade survey, your grade school list will be blank.
- Only a Preschool/Child Care/Head Start survey will be available for schools in your child care/preschool list.
- Only a Kindergarten and a 6th Grade Survey will be available for schools in your grade school list.

HOME - Welcome to 2019-20 IDR

SCHOOL LIST: CHILD CARE/PRESCHOOL

AFM Chandler Montessori

SCHOOL LIST: GRADE SCHOOLS


AFM Chandler Montessori

Add/Remove School



County: MARICOPA School: AFM Chandler Montessori [354]

PreSchool

 Preschool/Child Care/Head Start

Print a Copy

This is for your records only

Status: New

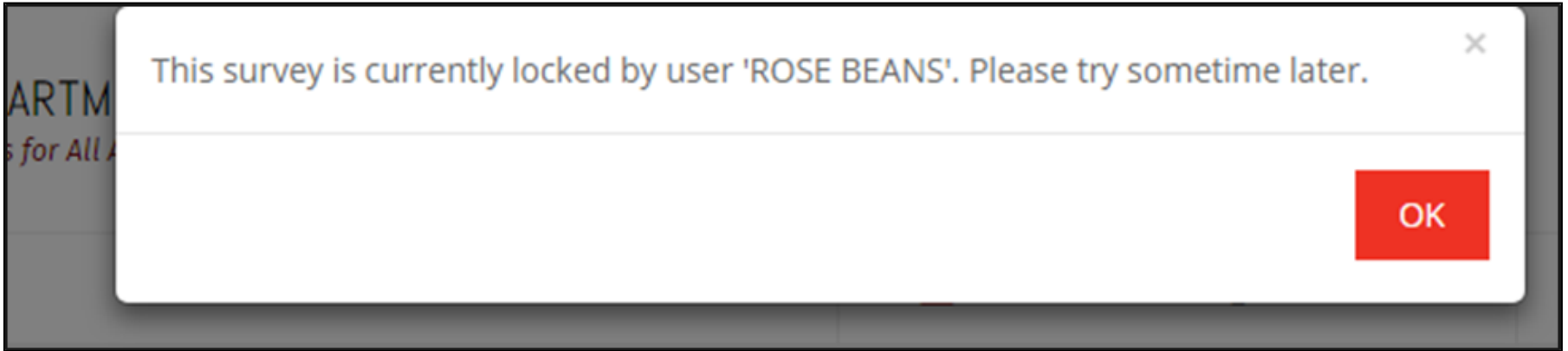
Last Updated By:

Updated Date:

- If you have an existing account, you can add your schools by clicking the “Add/Remove School” button on your home page. You will then follow the steps that begin on slide 8.
- This is also how you will add additional schools or remove schools from your profile, if needed.

Completing Your Survey





- If more than one person will be reporting for your school or facility, you may each add this school to your profiles. You will be able to see who last edited the surveys and when.
- Although more than one person may work on an individual survey, only one person may work in a survey *at a time*. If someone is already working in the survey you select, you will get a message indicating who is currently working in the survey.

HOME - Welcome to 2019-20 IDR

SCHOOL LIST: CHILD CARE/PRESCHOOL

AFM Chandler Montessori

SCHOOL LIST: GRADE SCHOOLS

AFM Chandler Montessori

Add/Remove School

County: MARICOPA School: AFM Chandler Montessori [354]

PreSchool

Preschool/Child Care/Head Start

Print a Copy

This is for your records only

Status: In Progress

Last Updated By: RACHAEL SALLEY

Updated Date: 8/22/2019 1:25 PM

- The section for each survey will remain **gray** until you start the survey. Surveys in progress will turn **yellow**, and SUBMITTED surveys will turn **green**.
- The printable PDFs will become available to you once you have submitted your survey to ADHS. The PDF is for your records only. The printed copy does not need to be sent to ADHS and will not replace the online submission of a survey.

CHILD CARE SURVEY

You do not have to submit a survey for children under 18 months

Save

Cancel


NOTE: Please save your entries frequently. You will be logged out for inactivity longer than 60 minutes.

The survey will not be saved automatically. You must click "Save" to save your work.

For ADHS to receive your final data, you must click "Submit to ADHS". You must resubmit every time you make changes.

Submit to ADHS

These questions pertain to children 18 months through 5 years of age who are currently enrolled in your child care/preschool center.

 Student Count

Do you have 10 or fewer students (18 months through five years) enrolled in Child Care/Preschool? Yes No *

- If you have 10 or fewer students in the 18 month through 5 year age range at the time of survey completion, you will be able to check the box indicating that you do not need to complete a survey THIS YEAR. You will still need to register your school and select the box so that we know why we don't have a survey from you.



3. How many students have received a total of 4 or more doses?



4. How many students have an ADHS religious exemption form or ADHS medical exemption form on file for DTaP/DTP?



5. How many students are in a conditional admission/catch-up status for DTaP/DTP?



6. How many students DO NOT have up-to-date record of immunization OR valid ADHS exemption form for DTAP?



% fully immunized

% in compliance

- Please answer each question as accurately as possible
- Save your work often. If you are logged out due to prolonged inactivity, accidentally exit the application, or there is a power failure, you may LOSE unsaved work.
- Saved work can be revisited at any time. You can safely log out and return later if you have saved your work.

What does conditional admission/catch-up mean?

- For immunizations for which more than 1 dose is required, you will be asked how many students are on a “catch-up” schedule.
- This question is referring to students who have had at least one dose, usually late, and are in the minimum interval period before they can receive the next dose.
- For information about minimum interval periods, please see the ADHS [Guide to Arizona Immunizations Required for Entry: Child Care or Preschool.](#)
- The catch-up question should NOT include students who have not had at least one dose, students who have an exemption form on file, or students for whom you have no record of immunization or exemption.

HOME - Welcome to 2019-20 IDR

SCHOOL LIST: CHILD CARE/PRESCHOOL

AFM Chandler Montessori

SCHOOL LIST: GRADE SCHOOLS

AFM Chandler Montessori

Add/Remove School

✓ Your survey has been submitted to ADHS. You can continue to make changes up until November 15th. You must re-submit the survey each time you make changes.

County: MARICOPA School: AFM Chandler Montessori [354]

PreSchool

Preschool/Child Care/Head Start

Print a Copy

This is for your records only

Status: Submitted

Last Updated By: RACHAEL SALLEY


Updated Date: 8/23/2019 8:30 AM

- Once your survey has been submitted, you will be redirected to the home page where you will see a confirmation message and your survey button has turned **green**. The printable PDF will now be available for your records.
- All surveys must be submitted online to ADHS no later than **November 15, 2019!** You may continue to make changes until that date. A new survey must be submitted EVERY time you make changes. The IDR will be unavailable after **November 15th**. After this date, you will be able to print a copy of your survey IF you submitted it on time. You will not be able to make any changes to surveys after November 15th.

Forgot Your Password?

RESET PASSWORD

- If you forget your password, or want to reset it for any reason, click the “Reset Password” link on the login screen.
- Doing so will bring you to a screen like the one on the right, where you will enter the email address you used to register and create your new password.
- You can then log in using your email address and new password.


 Please use the form to reset your password:

Username(Email): *


Password should be at least 4 characters and max of 10 characters

New Password: *

Confirm New Password: *


 Captcha Challenge

I need to be sure that you are a human and not a computer BOT. So please enter the string below so that I can be assured that you are human. Note, the string contains upper and lower case letters and numbers.



CaptchaText *

Save

 Back to Login Screen

Hep A Questions

While Hep A is not required for child care attendance outside of Maricopa County, every Arizona child care/preschool must answer the following questions.

- As you will see noted in the IDR survey, all preschools/child care facilities in all counties are required to answer the Hep A questions.
- We are aware that this is only a child care entry requirement in Maricopa county, but we still need the data from everyone for analysis and reporting purposes. If you are outside of Maricopa county, your responses to Hep A questions will not affect your ability to get a certificate.
- **It is not necessary to add a comment in the comment sections about your facility being outside of Maricopa county. This will be reflected when we assess the data.**

Helpful Tips:

- The questions in the child care survey will pertain to students who are 18 months through 5 years old, and not yet in kindergarten at the time you are filling out the survey. You do not need to report information for students younger than 18 months.



- **Save your work often!!** For security reasons, if you are inactive for 1 hour you will be logged out. Unsaved work will be lost, while saved work will be there when you log back in. There is a 5 minute warning that will appear before you get logged out.
- If you need more than one session to complete a survey, make sure to save before you log out. This will allow you to pick up where you left off.

Understanding your Immunization Data Report

What is the difference between fully immunized and in compliance?

- **Fully immunized/coverage** – the percent of student who have received the required doses for each vaccine type and are up-to-date
 - Target range is **95% and above**
- **Compliance**- the percent of students who either have an immunization record or a valid exemption on file
 - Target range is **100%**
- For example: There are 100 students in a class. 80 are fully vaccinated for MMR, 10 are exempt and 10 are not exempt but also are not up-to-date.
 - Coverage: 80/100 are fully vaccinated → **80% fully immunized**
 - Compliance: 90 are either up-to-date OR exempt from MMR → **90% compliant**

Questions and Assistance

- If you have any questions or challenges while completing your IDR, please email AZIDR@azdhs.gov. Someone will return your email as soon as possible **during business hours.**
- Remember, your IDR is due **no later than November 15, 2019!** We encourage you to start early. This allows you time to get answers to any questions that you may have and still submit the IDR on time.

Thank you for all you do!

Rachael Salley, MPH

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